

PORTABILITY REQUEST

Statement of Understanding: ____I understand that the Housing Authority I request to transfer to, will require me to provide current verification of family composition, income, assets, expenses, social security cards for all family members, personal background checks and other verifications they deem necessary. ____I also understand that this process may take a few weeks, and that I may incur additional financial expenses and am expected to be prepared to find other living arrangements until this process is completed.

Signature of Head of Household

Date

Family Must Complete All Requested Information:

Name of Head of Household: _____

Street Address: _____

City, State, Zip: _____

Please Transfer My Housing Assistance to:

Name of Housing Authority: _____

Mailing Address: _____

City, State, Zip: _____

Phone No.:_____ Fax No.:_____

Payment Standard \$_____ for _____ Bdrm. (at new housing authority)

Contact Person: _____

Last Day at Current Residence: _____

Date Landlord received Notice to Vacate:_____ Copy to CFHA: Y__N__

My Forwarding Address is: _____

City, State, Zip: _____

Phone where I can be reached: _____

Checklist - How to Make Portability Easy

City of Flagstaff Housing Authority

- 1.) **Learn as much as possible about the area you are planning on moving to prior to submitting your portability request.**
 - ☐ a. Why this location?
 - ☐ b. Will I be able to find a rental easily?
 - ☐ c. Where will I live while I'm waiting for Section 8 to approve my unit?
 - ☐ d. Do I have money to cover all moving expenses? (i.e. deposits for rent & utilities, hotel, moving van, first month's rent, food)
 - ☐ e. Will I be able to tolerate the weather?
 - ☐ f. Is there sufficient medical care for my needs?
 - ☐ g. Are there employment opportunities that will suit me?

- 2.) **Make contact with the Housing Authority (where you wish to move) and gather the following information:**
 - ☐ a. Housing Authority Mailing Address
 - ☐ b. Phone & Fax Numbers
 - ☐ c. Name of Contact Person and Phone Number
 - ☐ d. Will they be billing or absorbing incoming vouchers?
 - ☐ e. **What is their Payment Standard \$_____for your bedroom size_____?**
 - ☐ f. **Will they require personal background checks from Flagstaff, AZ?**
 - ☐ g. How soon can an appointment be scheduled Date_____Time_____ and what is their policy &/or procedure regarding portability.

- 3.) **Most Housing Authorities require one year leases. Make sure this is where you want to live for at least one year.**

- 4.) **Be sure to put your Notice to Vacate in writing to your current landlord and submit at least 30 Days PRIOR to the date you want to move out. *The move-out date must be the last day of the month.* If you are currently in a lease, your landlord's signature of approval is required on the 30 Day Notice you provide to the CFHA.**

- 5.) **The CFHA portability contact is your Section 8 Housing case worker. Once you complete your request, she will determine your approval and will guide you through the portability process. Do not make any arrangements to move until you have been notified of your approval first. In addition, you will need an appointment with your caseworker to sign the voucher before it can be sent to the new housing authority.** Ei 11/27/2007